



## Ryan White Title I HIV Health Services Planning Council

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### PLANNING COUNCIL MEETING MINUTES

Thursday, May 13, 2004  
4:00 p.m. to 6:00 p.m.  
Maricopa Medical Center  
2601 E. Roosevelt Street

**Approved**

*The following provides a written summary of the minutes recorded. To listen to the official recorded minutes, contact Planning Council Support. The tape(s) will be provided for review.*

#### MEMBERS, GUESTS and STAFF

Marc Allan	Lucio De La Rosa	Eric Moore	John Sapero
Elizabeth Ashby	Hector Dominguez	Jose Moreno	Glen Spencer
Erica Avery	Orlando Escobar	John Murray	Larry Stähli
Bob Baily	Randall Furrow	Rosie Nuñez	Louie Tapia
Michelle Barker	Damon Gunn	Stephen O'Dell	Erica Tekampe
Kimberly Bickes	Brenda Hope	David Paquette	Keith Thompson
Donna Bryant	Barr Jenkins	Victor Pawlak	Irma Torres
Angel Calzadas	Lonnie Jones	Tara Radke	Cynthia Trottier
Juan Carrasco	Mark Kezios	James Reed	Carol Williams
Jean Cox	Gregg Levendoski	Garry	John Wynant
Marti Cutler	Michael Mangan	RobinsonReginald	Jonathan Weisbuch
Denise Diefenbach	Pedro Mela	Robinson	

#### Absent:

Feliciano Barrera	Debby Elliott (ap)	Robert Horton (ex)	Clarence Tucker
Freda Black	Larry Fisher (ex)	Helen Lanche (ex)	
Yadira De La Rosa (ex)	Deborah Frusciano (ap)	Nova Lawson	

*(ex = excused absence, ap = absent, alternate present)*

#### WELCOME, INTRODUCTIONS, and INFORMATIONAL ITEMS

Donna Bryant called the meeting to order. It was noted that this item on the agenda has been expanded to include informational items. Individuals who wished to provide a brief update pertaining to the Planning Council were encouraged to do so as part of their introduction.

Members, guest, and staff introduced themselves.

Donna noted that several first time visitors were present, and thanked them for coming. It was also noted that membership applications were available from Planning Council Support.

#### DETERMINATION OF QUORUM AND REVIEW OF SUMMARY MINUTES

Donna determined that quorum was present.

Summary minutes from the meetings held on March 11, 2004 and April 12, 2004 were reviewed.

As minutes from April 12, 2004 were reviewed, there were questions about the last two sentences of the Administrative Agent Update, which referenced comments made during the meeting. John Wynant asked why the comments made were not transcribed into these summary minutes. There were also questions regarding the length of time the official taped minutes are kept on file.

Following considerable discussion, John Sapero motioned to edit the final two sentences under the Administrative Agent Update. Lucio De La Rosa seconded the motion.

OUTCOME: The motion passed with four abstentions.

There were corrections to the attendance for the meeting.

John Wynant motioned to accept the minutes for April 12, 2004 as amended. Larry Stähli seconded the motion.

OUTCOME: The motion passed with two abstentions.

Minutes from the March 11, 2004 meeting were reviewed. Following corrections to the attendance, Eric Moore motioned to accept the minutes as corrected. Larry Stähli seconded the motion.

OUTCOME: The motion passed with one abstention.

#### **ADMINISTRATIVE AGENT UPDATE**

David Paquette gave the following update:

- It is a quiet time for the administrative office, with the main item being the completion of HRSA's "Conditions of Award", which are due in the next couple of weeks. The Planning Council must complete some of these conditions, while others are the responsibility of the administrative office.

Donna noted that the Assessment of the Administrative Mechanism would begin soon, and that Cynthia Trottier would lead that workgroup. Individuals interested in participating on the workgroup were asked to list their names on the sign up sheet.

#### **COMMUNITY PLANNING GROUP (CPG) UPDATE**

Barr Jenkins provided an update from the Community Planning Group (CPG).

- Three CPG members attended the Helping Communities Build Leadership training, which was held in April in Las Vegas. The training was sponsored by NAPWA (National Association of People With AIDS).
- The State Health Department has released a document outlining the minimum expectations for CPGs in Arizona. Each CPG will need to review their Bylaws, and revise them if necessary.
- Four CPG members will attend the HIV Prevention Leadership Summit, which will be held in Atlanta this June.
- Victor Pawlak, who has been one of the CPG Co-Chairs for the past two years, ends his term of service at the end of this month.

- In response to a question, Barr and Denise Diefenbach explained the role of the CPG. The CPG focuses on prevention, and the identification of priority populations that need to be targeted for prevention efforts.
- Barr announced that Denise Diefenbach would be leaving her position as Program Manager for the CPG. Donna thanked Denise for her active participation in Planning Council meetings.
- The next CPG meeting will be on July 13, 2004 at Trinity Episcopal Cathedral, which is located at 100 W. Roosevelt from 5:00 p.m. to 7:30 pm. For information about CPG, call (602) 506-6005.

### **PRESENTATION – NAPWA TRAINING**

At the request of the scheduled presenters, the presentation regarding the Helping Communities Build Leadership training was postponed until next month. Stephen O'Dell volunteered to give a presentation regarding National HIV Testing Day.

Stephen noted that the training for National HIV Testing Day was conducted one day before the Helping Communities Build Leadership training. National HIV Testing Day is June 27, 2004, and is designed to encourage people to assess the risk of HIV infection, be tested for HIV disease, and seek treatment if needed.

Stephen provided shared samples of the Media Toolkit, created by NAPWA. Information regarding National HIV Testing Day can be found at [www.NAPWA.org](http://www.NAPWA.org).

### **CHAIR UPDATE**

Donna Bryant reported the following:

- The conference call with the HRSA Project Officer took place last month. HRSA's "Conditions of Award" were discussed. During the call, it was discussed that at the time the grant application was submitted, Council membership was out of compliance with HRSA guidelines. Since we are now in compliance, a letter confirming Planning Council composition will be sent to HRSA. We currently have 42 Council members.
- All Committee Chairs are asked to review the Annual Schedule, which was presented at the Executive Committee meeting. This will ensure that Council goals are met in a timely manner.
- On May 17, 2004, New Member Orientation will be conducted from 4:00 p.m. to 6:00 p.m. This training is designed to increase knowledge of the Planning Council and the various roles and responsibilities of Council membership. The session will take place at Trinity Episcopal Cathedral. Anyone interested in attending was asked to list their name on the sign up sheet.
- We will try to set up the first meeting of the Assessment of the Administrative Mechanism workgroup approximately 30 minutes before New Member Orientation.
- There was consensus at the Executive Committee meeting to hold a Planning Council meeting in July, even though our usual meeting space is not available. Gregg Levendoski offered a potential meeting space, and the Burton Barr Central Library was also mentioned.

as a possible meeting site. If anyone has suggestions, please forward them to Planning Council Support.

- The NAPWA Staying Alive Conference will be held September 10-12, 2004 in Atlanta.
- This Friday at 11:00 a.m., we will have the first conference call to discuss the request for Technical Assistance in the area of Capacity Building. Included on the call will be HRSA and the technical assistance contractor. The focus will be on taking the Planning Council Resource Inventory to the next level, and discussing ways to increase the capacity of providing care and support services for people living with HIV/AIDS.

## **COMMITTEE UPDATES**

### **Allocations**

Mark Kezios reported that at the last meeting, everyone had the opportunity to request data from the administrative agent for the upcoming reallocation process. It was also requested that Planning Council Support contact the County Department of Epidemiology, and request an “epi data” presentation for the Allocation meeting in June.

A workgroup will be reviewing the Committee’s policies and procedures, and updating them as needed.

Due to comments from the Committee and the community, the meeting date for the Allocations Committee has been changed to the fourth Thursday of the month, from 11:30 a.m. to 1:30 p.m.

### **Community Planning & Assessment**

Larry Stähli reported the Committee has received the “final final” draft of the Update of the Comprehensive Plan. The Committee will review the document, and present it to the Planning Council at the June meeting. Since it is a large document, only two or three copies will be available for review. Once approved, the document can be printed and distributed.

The first time the RFQ for a series of focus groups was offered, there were no responses. The Committee changed the RFQ, and decreased the number of focus groups requested. Dr. Elizabeth Valdez was selected as the contractor, and the Committee will meet with the contractor next week to begin the process. Thank you to all who volunteered to facilitate a focus group. Information regarding the process will be available soon.

Carol Williams related that Dr. Myers, of the McDowell Clinic, has expressed concerns that the Planning Council is not addressing the health needs of homeless persons. Carol also related that Dr. Post, of the McDowell Clinic, has expressed concerns about the health needs of people co-infected with HIV and Hepatitis C.

### **Consumer Advocacy**

Cynthia Trottier reminded everyone that New Member Orientation on May 17, 2004 was open people on the Council, and to people who are thinking about becoming involved with the Council. In addition, everyone was invited to participate in the Assessment of the Administrative Mechanism.

Cynthia encouraged everyone to review the newly created Consumer Advocacy Committee brochure. The brochure, which highlights the importance of consumer participation, will be distributed in the community.

Lucio De La Rosa reported that he has given presentations about the Planning Council and about how powerful consumers can be, and he is happy to see more participation by the Latino/Hispanic community. Lucio also noted that next week he would be going to Washington, DC to graduate from AIDS Alliance training. In response to a question about his training and recruiting progress in Pinal County, Lucio reported that once he receives certification from the AIDS Alliance, he would be able to do more work in Pinal County.

### **Evaluation**

In the absence of Committee Chair Robert Horton, Donna reported that an action plan has been developed, and the Committee policies and procedures have been forwarded to the Rules Committee for review. The Committee has also reviewed "standards of care" from other EMAs, and has adopted a format for the development of "standards of service" for the Phoenix EMA.

Donna explained that the Committee is tasked with overseeing Outcomes Evaluation and Cost Effectiveness for services in the Maricopa and Pinal Counties.

### **Membership**

Larry Stähli reported that the Council now has 42 members, but there are two people who are in danger of losing their Council membership. Almost 38% of Council membership is comprised of non-aligned, HIV positive consumers. The Council is always looking for participation from HIV positive consumers who do not have any financial interest in an agency that receives Title I funds.

Donna asked newly appointed Council member Juan Carrasco what he thought of the Council so far. Through the interpreter, Juan related that it is very important for him to be on the Planning Council, because he would like to participate in some way to benefit Latino people. Juan also indicated that he would like to maintain communication and correspondence between the Planning Council and the Latin American community.

### **Rules**

Eric Moore asked Planning Council members who have not completed a conflict of interest form, to do so before leaving the meeting. Designated alternates are also required to submit a conflict of interest form. At the June Planning Council meeting, the Committee will present some recommended changes to the Planning Council Bylaws.

The Rules Committee will review its own policies and procedures, as well as the draft received from the Evaluation Committee.

Last month, there was a grievance filed with Planning Council Support. In compliance with the Bylaws, the Rules Committee met and determined that the issue being grieved did not fall within the scope of the Planning Council grievance policy. Article XIII of the Bylaws limits grievances to the to the allocation and priority setting processes. Complaints regarding agencies should be referred to that agency. Conflicts among individuals should be resolved between the individuals involved.

The next meeting will be on June 23, 2004 at the Grunow Building.

## **PLANNING COUNCIL COMMUNITY UPDATES**

This new agenda item provides a forum for organizations or individuals to inform the Planning Council of emerging trends in the community.

- Eric Moore remarked that he read about a study conducted in England that shows that incidences of Kaposi Sarcoma (an AIDS defining cancer) are down 39% since the introduction of protease inhibitors.
- Marc Allan, who indicated that he receives services from Shanti Group, shared his opinion that there is a staffing shortage at Phoenix Shanti. He asked for guidance on how to ensure that he, and others, could receive services.

It was related that this is a contracting issue that needs to be resolved with the agency, and perhaps the administrative agent.

- Keith Thompson remarked that there are existing needs that should be addressed, and there are service needs in the community that are not funded at the same level they were a couple of months ago. Keith also noted that he is a service provider of wellness, case management, and behavioral health. A change in supply has resulted in a reduction of wellness services at this time.

Keith also noted that he is a provider of housing for homeless, HIV positive people. Following up concerns from Dr. Myers, Keith noted that there is a need for stable housing for HIV positive people who have ongoing substance and alcohol abuse issues.

Keith remarked that case management for the incarcerated population is also a need that is not adequately being met.

Donna noted that during the allocation process, we should focus a bit more on the dismantling of programs. By not having all the information on hand, it is harder to look into the crystal ball.

- Marc Allan noted that, in talking with case managers and other providers, it seems client needs are not being met in certain areas. Marc spoke of a desire for some type of client advocacy to address the needs of the community. When asked about the impact of the educational services funded by the Council, Marc indicated that information about services was not well distributed. There was considerable discussion about educational services, the Consumer Resource Handbook, and the Consumer Advocacy Committee.

The grievance procedure was also discussed, with information related that the Quality Management Department is responsible for standardizing the grievance procedure across agencies, and keeping track of grievances. The Consumer Satisfaction Survey, also administered by the Quality Management Department, was also discussed.

- Victor Pawlak remarked that since the election scene is picking up, individuals should contact politicians and political parties, and ask them to put HIV related issues on their political platform.

## **CALL TO THE PUBLIC**

There were no additional announcements or calls to the public.

## **ADJOURN**

The meeting adjourned.